

3 and 4 July 2019

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This document contains suggestions to be included in the new licensing policy **where they differ from the current policy.**

Changes to the current policy are highlighted in yellow (as shown in Appendix 5).

Additions to the current policy are highlighted in blue (below)

It is not the final policy consultation document and any answers you provide will be given full consideration.

Please give reasons for your answers where possible as this will help to guide the final consultation document which will be published on 25 July 2019.

New or amended conditions relating to Hackney Carriages

Regulation	Current Licence Condition (if Applicable)	Suggested Licence Condition	Do you agree? Please answer Yes or No	Reasons for your answers
Engine Size	None	Where a vehicle is powered only by a conventional internal combustion engine the minimum engine size should be 1200cc or capable of producing at least 100bhp		
Vehicle Maximum Age at first licence	No hackney carriage shall be licensed for the first time if it is more than 7 years old at the date of applying for the licence.	At time of first licensing as a hackney carriage a vehicle must be no more than 5 years old at the date of application Vehicles must achieve a euro NCAP rating of 4 or 5 stars minimum		
Emissions	None	All new vehicles licensed must be rated euro 6 emission compliant from April 2020. All vehicles, new or renewing, must be rated euro 6 compliant from April 2022.		

Fuel Type	None	<p>All fuel types are permitted providing compliance with the relevant euro rating or equivalent is reached as a minimum.</p> <p>Vehicles operating on LPG must be converted by a registered converter and certificate must be produced.</p>		
Vehicle Maximum Age before replacement	None	Any vehicle not rated as Euro 6 compliant will not be licensed after the vehicle reaches 12 years old from April 2020.		
Door Signs	Door signs, of a type and style approved by the Council's officers, must be displayed on the front doors of the vehicle, unless explicitly authorised by the Council's officers.	<p>Hackney carriages that do not display a livery must display door signs of a type and style approved by the Council's officers on the vehicle when the vehicle is being used for work.</p> <p>An exemption from displaying door signs when using the vehicle for work is not available</p>		
Livery	None	Hackney carriages may voluntarily display a livery of black vehicle with yellow bonnet stripes and yellow boot stripes and yellow side stripes to a standard design approved by the council		
Wheelchair Accessible Vehicles	Where a hackney carriage is capable of carrying a passenger sitting in a wheelchair in the vehicle, the driver of the hackney carriage must have passed the wheelchair exercise	Where a hackney carriage is capable of carrying a passenger sitting in a wheelchair in the vehicle, the driver of the hackney carriage must have attended a		

	element of the Driving and Vehicle Standards Agency test or have attended a disability awareness course approved by the Council.	disability awareness course approved by the Council.		
Wheelchair Accessible Vehicle Design	None	Wheelchair Accessible Vehicles must be professional converted and tested.		
Wheelchair Accessible Vehicle Design	None	Wheelchair accessible Vehicles can be side or rear loading.		
Other Signage	<p>You must display at least one “No Smoking” sign on at least one near-side and one off-side window to be clearly visible to passengers before entering the vehicle.</p> <p>You may only display the following window stickers or signs providing that they do not obscure vision:</p> <ul style="list-style-type: none"> (a) the Council’s official plate (the detachable slip) (b) the name and telephone number of a Watford hackney carriage or private hire firm, recognised by the Council 	<p>You must display at least one “No Smoking” sign on at least one near-side and one off-side window to be clearly visible to passengers before entering the vehicle.</p> <p>You may only display the following window stickers or signs providing that they do not obscure vision:</p> <ul style="list-style-type: none"> (a) the Council’s official plate (the detachable slip) (b) the name and telephone number of a Watford hackney carriage or private hire firm, recognised by the Council 		

	<p>(c) an authorised parking permit</p> <p>(d) membership of a recognised motoring organization or a hackney carriage or private hire association</p> <p>(e) disability awareness signs.</p>	<p>(c) an authorised parking permit</p> <p>(d) membership of a recognised motoring organization or a hackney carriage or private hire association</p> <p>(e) disability awareness signs.</p> <p>(f) If CCTV is in use, signs notifying customers of the use, storage and access must be displayed.</p> <p>(g) A sign advertising the availability of debit or credit card facilities</p> <p>No other signage is permitted unless permission is expressly granted by the licensing authority on application</p>		
First Aid Kits	You must ensure that a First Aid Kit, meeting the requirements of the Health and Safety (First-Aid) Regulations 1981 (as amended or superseded) is carried in a secure position at all times.	<p>You may carry a first aid kit for your use if you choose to do so.</p> <p>If you do carry a first aid kit it must meet the requirements of the Health and Safety (First-Aid) Regulations 1981</p>		
Defibrillator	None	Vehicle Owners may wish to carry a defibrillator.		

		<p>If a defibrillator is carried the driver of the vehicle must receive adequate training in the use of the machine and provide certificated evidence to prove training.</p> <p>Defibrillators must be purchased from a recognised supplier of genuine quality machines and proof of purchase will be required.</p> <p>The defibrillator must be mounted securely in a location where it cannot be accessed easily by passengers.</p>		
Fire Extinguishers	You must ensure a suitable, efficient and accessible fire extinguisher is fitted and kept maintained in the vehicle.	<p>The requirement to carry a fire extinguisher is contained in the byelaws and therefore not open for alteration.</p> <p>The proposed condition is:</p> <p>Vehicles must carry a well maintained fire extinguisher of a size deemed appropriate by the proprietor. This must be securely stored in the vehicle in a fixed and easily accessible location</p>		
CCTV	None.	<p>Vehicle owners may fit CCTV system of their choice.</p> <p>Use of the system is governed by GDPR, DPA 2018, and guidance</p>		

		<p>issued by the Information Commissioners Office</p> <p>Where CCTV is installed adequate signage must notify customers of the use of cameras, how long data is stored for and how customers can access the data.</p> <p>Drivers must provide example documentation of a CCTV usage policy, Privacy Impact Assessment and Subject Access Request application.</p> <p>Drivers must provide an in date copy of ICO registration certificate.</p>		
Trackers	None	<p>A vehicle tracker may be installed. Where a tracker is fitted it must be installed by a competent professional and proof of installation will be required.</p>		
Autonomous Vehicles	None	<p>Application for licenses for vehicles capable of and intended to be, for any period of time, operated autonomously at levels 3, 4 or 5 (as defined by the Society of Automobile Engineers) will be considered on a case by case basis.</p> <p>In general no vehicle not capable of being driven by a human being (i.e. without a steering wheel)</p>		

		<p>shall be considered for use as a licensed vehicle on public roads.</p> <p>In general any vehicle capable of operating autonomously will only be licensed where it can be shown that the driver will remain in control of the vehicle and that there are systems in the vehicle that monitor the drivers performance</p>		
Number of seats	The Council is unable to licence any vehicle that can carry more than 8 passengers. Applications for any converted vehicles must be accompanied by an appropriate approval certificate.	<p>Vehicles must have a minimum of 4 passenger seats and a maximum of 8 passenger seats.</p> <p>Applications for any converted vehicles must be accompanied by an appropriate approval certificate.</p>		
Vehicle Plates and Identifiers	<p>Vehicle plates must be securely mounted on a bracket which is permanently affixed to the rear of the vehicle. The bracket must be clearly seen and must not obscure any rear lights or the vehicle index plate.</p> <p>The detachable plate slip which is issued once a vehicle is licensed must be displayed on the inside of the front windscreen where it be can be seen by all passengers</p>	<p>Vehicle plates must be securely mounted on a bracket which is permanently affixed to the rear of the vehicle or by use of council approved magnetic bracket. The bracket must be clearly seen and must not obscure any rear lights or the vehicle index plate. No other form of fixing will be permitted.</p> <p>The detachable plate slip which is issued once a vehicle is licensed must be displayed on the inside of the front windscreen where it be can be seen by all passengers</p>		

<p>Accident Damage Repair</p> <p>Insurance category write off</p>	None	<p>Only vehicles categorised as N or S insurance write offs may be presented for licensing.</p> <p>Applicants must produce an engineer's report detailing the repairs made to the vehicle.</p> <p>Where a V5C has comments in the special information section concerning previous accidents it shall be the duty of the applicant to provide additional information to satisfy the authority that the vehicle is safe to be licensed.</p>		
Yellow Vests	None	A number of fluorescent yellow vests equal to the carrying capacity of the vehicle should be carried for use by passengers and driver in an emergency situation.		
Debit/Credit Card Machines	None	<p>A debit or credit card machine may be installed.</p> <p>If a card machine is advertised as in use it shall be available for every passenger unless a fault prevents its use.</p>		
Individual Vehicle Approval and Imported Vehicles	An 'appropriate approval certificate' will likely be in the form of a voluntary Individual Vehicle Approval (IVA). Obtaining an approval is based upon an inspection of the vehicle by the DVSA.	<p>Vehicles tested under the IVA 'basic' scheme will not be licensed.</p> <p>Applicants submitting an imported vehicle for licensing</p>		

	<p>Where the vehicle is imported as it was manufactured, it should only be necessary to have a 'basic' inspection. In all other cases, the vehicle will require a 'normal' IVA inspection. Further information is available from https://www.gov.uk/vehicle-approval/overview.</p>	<p>must have the vehicle tested as 'Normal' under the IVA scheme.</p> <p>A vehicle tested under the IVA 'Normal' inspection criteria will be required to provide any additional information concerning the testing of the vehicle as reasonably required by the licensing officer.</p> <p>Applicants seeking to licence a vehicle approved under IVA are advised to contact the licensing authority before purchasing the vehicle.</p>		
Tyre Tread Depth	None	At time of licensing the vehicle tyres must show a minimum tread depth of 3mm in a continuous band around the central three quarters of the tyre.		
Specialist, Classic or Novelty vehicles	None	<p>Vehicles not fitting a type described in standard conditions of licensing will be considered on a case by case basis by the Group Head of Environmental Services and the Chair of Licensing.</p> <p>Any person wishing to licence a vehicle that falls outside of this policy should apply in writing giving reasons for the application.</p>		

<p>Licensing of new hackney carriages</p>	<p>On 19 March 2012 the Council set a maximum limit of 304 hackney carriage vehicle licences. This limit is a descending limit. When a licence is surrendered or revoked, the limit shall decrease by the number of licences which were surrendered or revoked.</p>	<p>Applications for new hackney carriage licences will be considered where the vehicle is:</p> <p>A wheelchair accessible vehicle, and;</p> <p>Zero emission capable, and;</p> <p>Displays the Watford Borough Council livery (appendix A)</p> <p>Any exception to this strict policy will be considered on a case-by-case basis by the Group Head of Environmental Services in consultation with the Chair of the Licensing Committee.</p>		
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New or amended conditions relating to Private Hire Vehicles

Regulation	Current Licence Condition (if Applicable)	Suggested Licence Condition	Do you agree? Please answer Yes or No	Reasons for your answers
Engine Size	None	Where a vehicle is powered only by a conventional internal combustion engine the minimum engine size should be 1200cc or capable of producing at least 100bhp		
Vehicle Maximum Age at first licence	None	At time of first licensing as a private hire vehicle the vehicle must be no more than 5 years old at the date of application Vehicles must achieve a euro NCAP rating of 4 or 5 stars minimum		
Emissions	None	All new vehicles licensed must be rated euro 6 emission compliant from April 2020. All vehicles, new or renewing, must be rated euro 6 compliant from April 2022.		

Fuel Type	None	<p>All fuel types are permitted providing compliance with the relevant euro rating or equivalent is reached as a minimum.</p> <p>Vehicles operating on LPG must be converted by a registered converter and certificate must be produced.</p>		
Vehicle Maximum Age before replacement	None	Any vehicle not rated as Euro 6 compliant will not be licensed after the vehicle reaches 12 years old from April 2020.		
Door Signs	<p>Door signs, of a type and style approved by the Council's officers, must be displayed on the front doors of the vehicle, unless explicitly authorised by the Council's officers.</p> <p>Only private hire vehicles are able to gain an exemption from displaying door signs, and only for certain contract work under an exemption certificate.</p> <p>Door signs MUST be permanently applied to the driver's and front passenger door of such dimensions and colours as may from time to time be approved by the Council; must bear the words "Private Hire - Advance Bookings Only"; the operator's name</p>	<p>Door signs must be pre-approved by the Council's officers.</p> <p>When the vehicle is in use for work door signs MUST be applied to the driver's and front passenger door of such dimensions and colours as may from time to time be approved by the Council; must bear the words "Private Hire - Advance Bookings Only"; the operator's name and/or telephone number, but may not contain the words "Taxi" or "Cab".</p> <p>An exemption from displaying door signs when undertaking certain contract work is available on application.</p>		

	and/or telephone number, but may not contain the words "Taxi" or "Cab".			
Drivers of Wheelchair Accessible Vehicles	None (in relation to private hire vehicles)	Where a private hire vehicle is capable of carrying a passenger sitting in a wheelchair in the vehicle, the driver of the private hire vehicle must have attended a disability awareness course approved by the Council.		
Wheelchair Accessible Vehicle Design	None (in relation to private hire vehicles)	Wheelchair Accessible Vehicles must be professional converted and tested.		
Wheelchair Accessible Vehicle Design	None (in relation to private hire vehicles)	Wheelchair accessible Vehicles can be side or rear loading.		
Vehicle Plates and Identifiers	<p>Vehicle plates must be securely mounted on a bracket which is permanently affixed to the rear of the vehicle. The bracket must be clearly seen and must not obscure any rear lights or the vehicle index plate.</p> <p>The detachable plate slip which is issued once a vehicle is licensed must be displayed on the inside of the front windscreen where it be can be seen by all passengers</p>	<p>Vehicle plates must be securely mounted on a bracket which is permanently affixed to the rear of the vehicle or by use of council approved magnetic bracket. The bracket must be clearly seen and must not obscure any rear lights or the vehicle index plate. No other form of fixing will be permitted.</p> <p>The detachable plate slip which is issued once a vehicle is licensed must be displayed on the inside of the front windscreen where it be can be seen by all passengers</p>		

Other Signage	<p>You must display at least one “No Smoking” sign on at least one near-side and one off-side window to be clearly visible to passengers before entering the vehicle.</p> <p>You may only display the following window stickers or signs providing that they do not obscure vision:</p> <ul style="list-style-type: none"> (a) the Council’s official plate (the detachable slip) (b) the name and telephone number of a Watford hackney carriage or private hire firm, recognised by the Council (c) an authorised parking permit (d) membership of a recognised motoring organization or a hackney carriage or private hire association (e) disability awareness signs. 	<p>You must display at least one “No Smoking” sign on at least one near-side and one off-side window to be clearly visible to passengers before entering the vehicle.</p> <p>You may only display the following window stickers or signs providing that they do not obscure vision:</p> <ul style="list-style-type: none"> (a) the Council’s official plate (the detachable slip) (b) the name and telephone number of a Watford hackney carriage or private hire firm, recognised by the Council (c) an authorised parking permit (d) membership of a recognised motoring organization or a hackney carriage or private hire association (e) disability awareness signs. (f) If CCTV is in use, signs notifying customers of the 		
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		<p>use, storage and access must be displayed.</p> <p>(g) A sign advertising the availability of debit or credit card facilities</p> <p>No other signage is permitted unless permission is expressly granted by the licensing authority on application</p>		
First Aid Kits	You must ensure that a First Aid Kit, meeting the requirements of the Health and Safety (First-Aid) Regulations 1981 (as amended or superseded) is carried in a secure position at all times.	<p>You may carry a first aid kit for your use if you choose to do so.</p> <p>If you do carry a first aid kit it must meet the requirements of the Health and Safety (First-Aid) Regulations 1981</p>		
Defibrillator	None	<p>Vehicle Owners may wish to carry a defibrillator.</p> <p>If a defibrillator is carried the driver of the vehicle must receive adequate training in the use of the machine and provide certificated evidence to prove training.</p> <p>Defibrillators must be purchased from a recognised supplier of genuine quality machines and proof of purchase will be required.</p>		

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CCTV	None.	<p>Vehicle owners may fit CCTV system of their choice.</p> <p>Use of the system is governed by GDPR, DPA 2018, and guidance issued by the Information Commissioners Office</p> <p>Where CCTV is installed adequate signage must notify customers of the use of cameras, how long data is stored for and how customers can access the data.</p> <p>Drivers must provide example documentation of a CCTV usage policy, Privacy Impact Assessment and Subject Access Request application.</p> <p>Drivers must provide an in date copy of ICO registration certificate.</p>		

Trackers	None	A vehicle tracker may be installed. Where a tracker is fitted it must be installed by a competent professional and proof of installation will be required.		
Autonomous Vehicles	None	<p>Application for licenses for vehicles capable of and intended to be, for any period of time, operated autonomously at levels 3, 4 or 5 (as defined by the Society of Automobile Engineers) will be considered on a case by case basis.</p> <p>In general no vehicle not capable of being driven by a human being (i.e. without a steering wheel) shall be considered for use as a licensed vehicle on public roads.</p> <p>In general any vehicle capable of operating autonomously will only be licensed where it can be shown that the driver will remain in overall control of the vehicle at all times and that there are systems in the vehicle that monitor the drivers performance</p>		
Number of seats	The Council is unable to licence any vehicle that can carry more than 8 passengers. Applications for any converted vehicles must be accompanied by an appropriate approval certificate.	<p>Vehicles must have a minimum of 4 passenger seats and a maximum of 8 passenger seats.</p> <p>Applications for any converted vehicles must be accompanied by</p>		

		an appropriate approval certificate.		
Accident Damage Repair Insurance category write off	None	<p>Only vehicles categorised as N or S insurance write offs may be presented for licensing.</p> <p>Applicants must produce an engineer's report detailing the repairs made to the vehicle.</p> <p>Where a V5C has comments in the special information section concerning previous accidents it shall be the duty of the applicant to provide additional information to satisfy the authority that the vehicle is safe to be licensed.</p>		
Yellow Vests	None	A number of fluorescent yellow vests equal to the carrying capacity of the vehicle should be carried for use by passengers and driver in an emergency situation.		
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	<p>'normal' IVA inspection. Further information is available from https://www.gov.uk/vehicle-approval/overview.</p>	<p>testing of the vehicle as reasonably required by the licensing officer.</p> <p>Applicants seeking to licence a vehicle approved under IVA are advised to contact the licensing authority before purchasing the vehicle.</p>		
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